

Schuylkill County Housing Authority

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COVID-19 ACTION PLAN

Due to the concerns regarding the COVID-19 pandemic, the Schuylkill County Housing Authority (SCHA) has closed its administrative offices to the general public. We are committed to doing everything we can to ensure the health and well-being of our housing program participants, our staff and the public while continuing to serve the housing needs of the Schuylkill County community. We did not make this decision lightly but feel we need to observe the following limited operations until further notice:

Applications: You may request that an application for public housing and the Housing Choice Voucher Program be mailed to you. Please call our main office at 570-385-3400 x111.

Inspections: All routine annual inspections and lease-up inspections for the Housing Choice Voucher Program will be suspended until further notice.

Income Changes: Income changes will continue to be processed with income decreases receiving priority. If any resident/participant experiences a change in income, report it via email to kkutza@schcoha.org. Changes may also be reported via fax (570-385-7695) or by calling (570-385-3400 x111) or via written notices at the development offices. Please contact us within a week if you do not receive a response from us and let us know that a change has been reported and a rent adjustment is needed.

Annual Reexaminations: Annual reexaminations will be done on a case by case basis. We will continue to rent apartments and will contact families directly for move-ins as units become available. Those wishing to move out may leave keys in the unit and inform us by telephone (570-385-3400 x111) that you are moving out.

Voucher Briefings and Voucher Issuances: Voucher briefings and issuance of vouchers will be postponed indefinitely. Those on the Housing Choice Voucher Program wishing to terminate their participation on the program should call 570-385-3400 x111.

Rent: Rent continues to be due on or before the first of the month. If you are experiencing issues paying the rent, please contact us immediately at 570-385-3400 x111. We are here to help!

Work Order: We will continue to complete emergency work orders, but if anyone in the unit is sick or exhibiting symptoms of COVID-19, please let us know so that we may take extra precautions. We will not be completing non-emergency work orders that involve entering individual units until further notice. However, please continue to notify us of any work order related needs, and we will determine if it is an emergency. If not, we will respond as soon as it is safe to do so without compromising health and safety. Work orders may be called into 570-385-3400 x111.

SCHA is now cleaning and sanitizing common areas on a stepped-up schedule. We encourage staff and clients to follow CDC guidelines regarding social distance and sanitation practices so as to avoid transferring viruses to themselves and others. This includes frequently washing hands, using hand sanitizer and disposing of used tissues.

All group activities and events are cancelled. No one should be in any of our building who is sick, including aides, family members and friends.

We are committed to assisting our residents with any life concerning issues. If you are in need, please contact us at 570-385-3400 x111.

All construction and contract work has been stopped. Only life-sustaining work will be authorized.

It is imperative for persons to maintain social distancing (at least 6 feet apart) and stay at home if you are sick.

A modified work schedule for employees has been established. Administration and maintenance staff have been divided into two groups. Essential employees will be identified. These employees will work every other day at designated sites. Work will be completed in order to provide decent, safe and sanitary housing. All major administrative requirements will be addressed including rent collection, lease-up, reexaminations and interim adjustments, phone calls, referrals, Housing Assistance Payment checks, VMS, etc.

Standard health and safety practices including washing hands, social distancing, sanitizing work areas, staying home for sick employees and other related health practices will be implemented.

We know the COVID-19 virus is causing great concern and want you to know that we share that concern. SCHA is taking the situation very seriously and is closely monitoring developments. We will adjust our operations further as needed and will keep you informed of any additional changes we may make to protect our housing participants, our staff and the public.

Thomas F. Hale
Executive Director